

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Annual Planning Conference

FROM: [redacted] Chief
Information and Management Support
Staff, OL [redacted]

EXTENSION

NO. OL 4129 84

DATE August 6, 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/NBPO/OL
3E40 Headquarters ✓

2. C/B&FB/OL
[redacted]

will call

3. C/P&TS/OL
[redacted]

will call back

4. C/PMS/OL
[redacted] ✓

5. C/SS/OL no time
[redacted]

will look it up
O/ and in to rep

6. C/HOME/OL
3E14 Headquarters [redacted]

will call

7. C/P&PD/OL
158 P&P Building [redacted]

will call

8. C/PD/OL answered ✓
[redacted]

9. C/RECD/OL ✓
[redacted]

will call
colic

10. C/SD/OL ✓
[redacted]

will check

11.

12.

13.

14.

15.

FORM 1-79

610

USE PREVIOUS EDITIONS

0 6 AUG 1984

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Budget and Fiscal Branch, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Headquarters Operation, Maintenance,
and Engineering Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division,
OL
Chief, Supply Division, OL

STAT

FROM: [REDACTED] Chief
Information and Management Support Staff, OL
SUBJECT: Office of Logistics Annual Planning Conference
REFERENCE: Multiple addressee memo from C/IMSS, dtd
05 July 1984, same subject (OL 4127 84)

1. As stated in the referent memorandum, the Annual Logistics Planning Conference has been scheduled for 10 and 11 October 1984. Once again our conference will be conducted as an open forum discussion of issues that offer the potential to improve Logistics as a place to work and to enhance organizational responsiveness and efficiency through mutually agreed change.

2. For the purpose of developing a meaningful agenda and to make final administrative plans for the conference, it is requested that you provide a list of conference topics, which you feel should be discussed. Your suggestions should be keyed to those issues that offer the potential to impact, either positively or negatively, on the future responsiveness and efficiency of OL.

3. Please forward your response to this request, in writing, by COB 24 August 1984. Questions concerning the conference should be addressed to [REDACTED] on extension [REDACTED]

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OL 4129 84

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